1. **Orientation and Application Process**
- **Introductory Flyer** – A flyer will be distributed to third grade parents by the teacher. The flyer will inform the families of an upcoming mandatory orientation session for theTGH @ School program. It will also give a short description of the program.
- **Orientation Session** – Families will attend an orientation session to find out more about the program and to ask any questions. The orientation date will be determined by the teachers and school administration. The teachers or principal will lead the session. Families will learn about the goals of the program, the attendance and assignment policy.
- **Application and Skills Assessment** – Families must attend the orientation session in order to obtain an application and will be required to return their completed application and skills assessment within one week. Schools should develop an applicant checklist.
- **Applicant Checklist** – Teachers will fill out a form that details the following information about each family that applies for the program: Did the family fill out an application and skills assessment? Did they attend the orientation session? Will they be purchasing a new computer and printer or do they already have one at home?
- **Notification Letter** – Each school principal will send out a letter to each family that filled out an application informing them of their acceptance into the TGH@S classroom.

2. **Technical Support**
- **Family Support** – Families should rely on each other to assist with minor technical support. Before the training sessions end, a list of families, phone numbers and e-mail addresses will be assembled and distributed.
- **TechBoston Student** – Each school will have a TechBoston student assigned to assist with technical support.
- **Manufacturer** – Families will be taught how to use 1-800 numbers and to interact with customer service representatives.
- **HiQ Computers** – HiQ Computers can be contacted for additional support but should be the last resort for families**.**

3. **Classes**
- **Sessions** – Teachers will develop a 25 hour training schedule that meets their needs as well as the needs of their families.
- **Numbers of families per training** – If there are more than 12 eligible families per classroom, families must be divided into two similar sized groups. One teacher will be assigned to train each group.
- **Attendance** – Attendance will be taken and families must be present at all sessions (or make-up sessions, if needed) and complete all assignments as outlined in the curriculum.
- **Make-up sessions** – Teachers will determine when and how many make-up sessions will be held. It is recommended that teachers set aside one to two days for make–up classes.

- **Consequences for missing make-up sessions** – If families are unable to attend regular classes and make-up classes, they will be ineligible for the computer, printer and Internet access.
- **Parent participation** – The same parent or grandparent must accompany their child at each session.
- **TechBoston** – A TechBoston student will provide assistance at training sessions and practice sessions.
- **Distribution of computers** – Upon successful completion of the training, families will be given their computer, printer and Internet access.

4. <u>Training Manual/Curriculum</u>
- **Training Manual/Curriculum** – This manual should be provided by the teacher which can be downloaded from the TGH@ School Intranet and distributed at each session

5. <u>Computer Distributions</u>
- All computers must be distributed to the families at the completion of the training cycle. Computers will not be allowed to remain in the classrooms under any circumstances.

6. <u>Graduation event</u>
- A graduation ceremony for families will take place sometime in Spring, 2004.